

IMPERIAL VALLEY COLLEGE
Fall 2013
Speech Communication
Speech 100
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*“Your beliefs become your thoughts,
Your thoughts become your words,
Your words become your actions,
Your actions become your habits,
Your habits become your values,
Your values become your destiny.” - Gandhi*

Required Textbook Metcalfe, S. (2009). Building a Speech.

Course Description

This course is an introduction to the fundamental principles and techniques of public address. Students will frequently prepare and present talks of informative or persuasive intent. Emphasis will be placed on the collection, analysis, and organization of material appropriate to typical public address situations, as well as on the linguistic, vocal, and physical skills needed for effective delivery. (CSU, UC)

Course Objectives

When you complete the course, you will:

- Have a basic understanding of the history of oral communication.
- Know how to select and research a topic.
- Know how to organize a speech.
- Understand the principles of ethics in speaking and listening.
- Sharpen your critical thinking skills.
- Improve your presentational skills.
- Know how to use supporting materials.
- Understand how the process of persuasion works.
- Recognize and avoid using fallacies.
- Understand and appreciate the importance of audience analysis and adaptation.
- Know how to use visual aids for presentations.
- Understand how ethics impacts the communication process.
- Become a competent, confident public speaker.

Attendance

Is crucial because class activities and speeches involve participation with your classmates. Missed class is treated as an absence. Students have a right to a positive learning experience and therefore students that are disruptive will be asked to leave. If you plan on dropping the class do so before the due date. If you miss class it is the responsibility of the student to get caught up. You must be on time. If you are late you will not be permitted to take a test/quiz if given. Coming in late could also deduct points from your participation. **Absolutely, no one walks in when a person is giving a speech or I am lecturing! Two absences and you are dropped from class!**

Classroom Decorum

Please turn off all cell phones during class time, and do not answer or place calls or text messages during class. The class will be interactive, but keep in mind that we can only focus on one speaker at a time, so when you are not speaking, please be courteous and respectful. Do not conduct side conversations that disrupt the class or work on other issues than those involving this class. This will be noted and will have a negative impact on your participation grade. You may be asked to leave!

Class Work

Students are expected to work effectively in diverse groups and groups to achieve tasks. They must collaborate and function well in team settings as both leaders and followers. They should respect human diversity and behave in a committed, tolerant, respectful, and professional manner toward colleagues and peers. Skills developed through learning team collaboration include: communication (both written and oral), critical thinking, interpersonal skills, active listening, organization/time management, and conflict resolution.

Participation

Students will come to class prepared to engage the topic and respond to class discussion questions. Students will respect the instructor and other student's opinions. Participation is not simply agreeing or disagreeing with a premise. It is explaining, defining, and sharing experiences, clarifying terms or perspectives. Don't just tell me

Student Learning Outcome

Students will use the three-part deductive pattern of organization (intro, body, conclusion) and apply the extemporaneous style of delivery when presenting the required informative speech of 4-6 minutes.

Course Requirements

Please note: Professional attire is required for your speeches! You will dress up as if you were going to a job interview!

Read assigned materials.
Participate in class discussions and exercises.
Develop a skeleton speech.
Present an introductory speech.
Develop one informative speech.
Develop one persuasive speech.
Present a Visual Aid as a speech.
Discuss storytelling.
Work in groups
Do research on topics selected for presentations.
Demonstrate ethical behavior in the classroom.
Take daily/weekly exams.

ACADEMIC DISHONESTY AND STUDENT CONDUCT GUIDELINES:

Plagiarism is representing the work of others, as one's own or paraphrasing closely from a source without giving proper attribution. This would include text, figures, charts, graphs or other such material that is not properly cited. The only exceptions to the requirement that sources be cited are when the information is common knowledge.

- **Cheating** is the intentional attempt or use of unauthorized material to obtain a higher grade than is deserved. Cheating includes, but is not limited to, communicating improperly with students during tests,

copying from books, notes or "cheat sheets." Anyone violating the above academic dishonesty guidelines will receive a grade of an F for the assignment for which they were caught. A second violation will result in a grade of "F" for the course.

- Anyone who disrupts the learning process in the classroom will be asked to leave. **Examples of disruptive behavior include, but not limited to, the following:** -Talking while the instructor or another person is addressing the class-Talking while students are making presentations-Inappropriate non-verbal behavior e.g., leaving the classroom before the class is finished, etc.
- **Cell phones, iPods, computers and other electronic or battery operated devices are to be turned off before entering class—unless approved ahead of time by instructor.**

- **Leaving class early or arriving late will count as a partial absence. You will be dropped from the class if you miss more than two classes. Missing a speech assignment will count as a double absence. No make-up speeches will be offered.**
- **Scheduled tests will be given at the beginning of each class—tests will not be given to students who arrive late for class. No make-up tests will be offered.**

- **Note: It is imperative that you attend each class and be fully prepared when you come to class. Do not leave early. Make your appointments around your class. Not your class around your appointments.**

Evaluation Procedures

Grading is determined on the following criteria:

Discussion / Participation	15%
In-class exercises	20%
Speeches	40%
Exams/Final	25%

The points you EARN determine grades. The total points possible will be determined as the semester concludes. Usually, the amount ranges between 200-250 points, depending on the size of the class. All grades will reflect level of scholarship, initiative, attitude, cooperation and individual improvement demonstrated throughout the course. The following percentages illustrate the breakdown.

100-91% =A Superior
90-81% =B Above average
80-71% =C Average
70-65% =D Below Average
64% or > = F

Accommodations Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSPS) office as soon as possible. The DSPS office is located in the Health Sciences Building, room 2117 at 355-6312.

I reserve the right to change the above schedule, as necessary. It is YOUR responsibility to know about, understand and adapt to any changes that may be made to this schedule.